



National Indigenous  
Fire Safety Council Project  
Projet du conseil national  
autochtone de la sécurité-incendie

## Director of Corporate Development

Please apply by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) Project has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, the NIFSC Project is seeking to fill a contract position for **Director of Corporate Development**. This role works closely with the NIFSC Project leads and reports directly to the Project Manager.

The following deliverables support the stand-up of the NIFSC Project as a functional entity, supporting fire and life safety for Indigenous peoples across Canada. Each deliverable has a pre-determined deadline over the 2021-2022 fiscal year as directed by our Comprehensive Funding Agreement (CFA) with Indigenous Services Canada.

### Key Areas of Responsibility:

- > Conduct a human resource needs assessment.
- > Conduct a capital asset, infrastructure needs, and information technology needs assessment.
- > Analyze, and determine the regional distribution of staff and the organizational footprint.
- > Finalize organizational design and implementation plan.
- > Develop Constitution and Bylaws for the organization
- > Develop corporate policy suite and associated training and workflows.
- > Develop organization workflows to support HR and infrastructure processes.
- > Perform human resources costing models, incorporating current and future labour relationships
- > Coordinate with labour and occupational health & safety bodies to develop and meet regulatory requirements

### Required Experience and Knowledge:

- > Minimum five (5) years collective experience at a senior management level with fire or other emergency services
- > Demonstrated experience working at a user-committee level and in working with diverse stakeholder groups.
- > Knowledge of various governance and corporate organization models and an ability to make recommendations based on specific program needs.

### Additional Assets:

- > Knowledge of Indigenous culture
- > Of Indigenous heritage
- > Bilingual English / French

### Contract Considerations:

- > Secondment arrangements may be considered.
- > Remuneration rates will be based on experience and expertise.
- > Term can be negotiated up to two years.

### Closing Date:

Corporate Development Services will be selected from qualified applicants. Posting will close on April 9, 2021 but may be extended if not filled. The anticipated start date is April 19, 2021.

### How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

Interested candidates may be located anywhere in Canada. Some occasional overnight travel may be required. Qualified candidates are encouraged to provide a current resume and cover letter highlighting their experience as it relates to the role.

*AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.*

